



**SPRINGFIELD**  
**HOSPITAL CENTER**  
*Established 1896*

***Addictions, Co-Occurring, & Trauma Recovery Services  
(ACTRS)  
EXTERNSHIP PROGRAM***

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***Lisa A. Burgess, M.D.***  
(Acting) Deputy Secretary/Executive Director  
Behavioral Health Administration

***Paula Langmead***  
SHC Chief Executive Officer

***Olga Rossello, M.D.***  
SHC Clinical Director

***Charles N. Zeitler III, Psy.D.***  
Director-ACTRS

***Shawna Mowrer, Psy.D.***  
Training and Assessment Coordinator-ACTRS

**Springfield Hospital Center**

6655 Sykesville Rd  
Sykesville, MD 21784  
Est. 1896

***Maryland Department of Health (MDH) Behavioral Health Administration (BHA)***

410-970-7000

[www.health.maryland.gov/springfield](http://www.health.maryland.gov/springfield)

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## **Springfield Hospital Center (SHC)**

Springfield Hospital Center (SHC) is a regional psychiatric hospital operated by the State of Maryland. SHC is accredited by the Joint Commission and is located in Sykesville, Maryland (<https://health.maryland.gov>).

**History:** SHC first opened in 1896 and was originally named “The Second Asylum for the Insane of Maryland.” The land was purchased from the Maryland Governor at the time, Frank Brown. In the 1930’s and 40’s, the patient population grew to more than 3,000, which led to crowding and poor maintenance. Subsequently, additional buildings and funding was provided. However, the patient population at SHC drastically decreased in the late 1960’s to 1980’s due to the emphasis on community-based treatment and introduction of new medications. The current population is approximately 230 patients.

**Patients Served:** SHC admits patients through direct referrals from hospital emergency rooms, inpatient units in general hospitals, or from State and Local courts: the majority of patients at SHC are court-involved. The SHC patient population is culturally diverse and includes forensic, civilly committed, and voluntary patients. SHC implements a multidisciplinary model for treatment care, which include psychiatrists, psychologists, social workers, therapists (OT, PT, AT), nursing, and more.

**Hospital Organization:** SHC provides different services depending on the patient’s need and is divided into two programs: Acute and Recovery. The Acute Care Service provides shorter-term treatment for stabilization and is comprised of three admissions units and one step-down unit. The Recovery Program provides longer-term treatment for patients who require further hospitalization and is comprised of six inpatient units in two buildings.

**Hospital Mission, Vision, and Values:** SHC is a patient-centered psychiatric hospital dedicated to the care and treatment of persons with mental illness within a safe environment. Our vision includes excellence in performance-driven, recovery-oriented, mental health treatment. Lastly, our values are comprised of integrity, compassion, competency, and teamwork.

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## **THE ACTRS DEPARTMENT**

### **ACTRS Department Staff:**

- *Charles N. Zeitler III, Psy.D., CSAT:* Director
- *Shawna Mowrer, Psy.D.:* Training and Assessment Coordinator
- *Jessica Tural, Psy.D.:* Clinical Coordinator
- *Yvonne Dowell, M.S.; M.Ed.; LCADC:* Licensed Clinical Alcohol and Drug Counselor
- *Shirley Robinson-Whalen, CAC-AD:* Lead Addictions Counselor
- *Robert Pallozzi, B.S.;* CAC-AD: Addictions Counselor
- *Lisa Rollison:* ACTRS Administrative Assistant

The ACTRS Department at SHC is directed by Charles Zeitler, Psy.D, CSAT. The staff includes addiction counselors, a master’s level clinician, and psychologists. The department also has a full-time administrative assistant on staff.

The ACTRS Department is a consultation service to the hospital that serves both Acute and Recovery Programs. We provide assessment and treatment in areas of trauma and addiction. Our services include addictions assessments, trauma assessments, violence risk assessments, addictions therapy groups, trauma therapy groups, treatment team consultation, and individual therapy. Additionally, we provide sexual compulsivity groups and psychosexual evaluations and multiple training seminars (e.g., Motivational Interviewing, Diversity, etc.) to the hospital.

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## **The Externship Program in ACTRS**

**Philosophy:** The ACTRS externship is tailored for externs enrolled in doctoral-level programs at local universities for supervised practical clinical experience as part of the requirements for their degree. The ACTRS Department provides a supportive, collaborative environment where students can develop and enhance psychological clinical skills to an inpatient population who are obtaining trauma and addiction services.

**Goals of ACTRS Externship Training:** The primary goal of the ACTRS Externship Training at SHC is to provide students with the opportunity to apply clinical skills to an inpatient population of adults with serious mental illness who are identified to have substance use or trauma symptoms. Specific goals are as follows:

1. Externs will co-facilitate addiction and/or trauma groups with clinical staff
2. To obtain knowledge in the trauma and addiction assessment process, provide culturally competent assessments, and offer recommendations to treatment teams
  - a. Psychological assessments are an option for externs who are interested (and referrals are available), though the main focus of the externship are assessments of trauma symptoms and substance use disorders
3. To design and carry out effective and culturally competent individual and group therapeutic interventions with various patients
4. To gain awareness of their own and patients cultural identities/factors and how these impact clinical services
5. To observe and participate in the ACTRS consultative model and gain experience working in a multidisciplinary setting
6. To improve writing skills in assessment reports, progress notes, etc.
7. To gain practical experience with the application of the necessary APA's ethical code and patient's right's issues in an inpatient psychiatric environment
8. To participate in a supervisory relationship in a hospital atmosphere

**Training Model and Supervision:** The Department of ACTRS is committed to a culturally sensitive practitioner-scholar and developmental training model. Consistent with the developmental model, as externs enhance their clinical skills and competence, they will obtain more independence in all roles.

Externs will be assigned to a Primary Supervisor, who is a licensed psychologist. Externs will also be assigned to a unit, matched with the ACTRS counselor/clinician/psychologist of that identified unit, and will be identified as a secondary liaison. Primary supervisors will ensure the extern obtains competency in services (e.g., individual therapy, group therapy, addiction/trauma assessment) through live and direct observation.

Externs will receive formal and informal individual supervision. Individual supervision includes direct observation of the extern's work, review written reports and progress notes, and consultation with other professionals. An extern will also be paired with a doctoral psychology intern who will be involved in supervision and support during the extern's training year. Students will meet with the externship coordinator monthly to discuss administrative matters as well as any other topics related to their externship experience.

**Didactics:** Externs have the opportunity to participate in multiple seminars, grand rounds, and case conferences. Our department works closely with the Psychological Services department and will have a doctoral psychology internship rotation for their APA-accredited internship. The internship program provides multiple seminars throughout the year that address the patient population, assessment, cultural competence, and ethical/legal issues; externs will attend certain seminars.

Acute services and Recovery services provide a case conference once a month (totaling two a month). These conferences focus on complex cases in the hospital and use a multidisciplinary approach to address patient needs. SHC also offers grand rounds at least twice monthly on multiple topics related to the hospital population. Lastly, the ACTRS department may also provide specific training on topics related to the department (e.g., diversity, motivational interviewing, stages of change, trauma-informed care, etc.) and externs are invited to attend these didactics.

**Requirements:** The following are required to be considered for SHC's Externship Program:

1. Current enrollment in a Ph.D./Psy.D. Program in Clinical or Counseling Psychology
2. Currently in good standing in your program
3. An Educational Placement Agreement/Contract must be in place between the home university and SHC. This may be arranged by contacting the Coordinator of ACTRS Externship Training.

4. To provide an exceptional externship experience, a two-semester (first Wednesday of September to June 30) commitment must be made to SHC for the Fall/Spring externship. The opportunity may be made available for an extern to extend his/her externship into the summer. Summer externship extensions are a two-month commitment (beginning of July to end of August).
  - a. Specific requirements will be determined based on the extern's training needs. To this end, an Extern Training Plan will be developed with the Primary Supervisor at the beginning of the training year, which will establish goals and minimal requirements for the externship year. The plan will be reviewed with the Primary Supervisor and Externship Training Coordinator at the beginning of the year and during the evaluation periods (Midterm-December, and End term-June). The Extern Training Plan can be adjusted throughout the year as needed.

The following are required to start the externship at SHC if selected:

1. A background check
2. Immunity Status for Measles, Mumps, Rubella and Varicella (MMRV)
  - a. Individual immunity status documentation for MMRV must be on file for each individual working within the hospital regardless of job classification due to the communicability of the MMRV diseases to those who are non-immune. The Centers for Disease Control state that MMRV immunity status may be demonstrated through **ONE** of the following documents:
    - i. Documentation of age appropriate vaccination for MMRV by a healthcare provider
      1. Preschool age: 1 dose
      2. School age children, adolescents and adults: 2 doses OR
    - ii. Laboratory evidence of immunity (MMRV titer result) or laboratory confirmation of MMRV disease OR
    - iii. Diagnosis or verification of history of MMRV disease signed by a healthcare provider
3. Tuberculosis Clearance
  - a. All healthcare workers must be cleared of active tuberculosis (TB) disease prior to beginning *any position* at Springfield Hospital Center. Those assigned to an externship position must provide **ONE** of the following documents:
    - i. Current Tuberculin Skin Test (TST) result obtained since **January** of the hire date year **OR**
    - ii. Chest X-ray results indicating no active TB disease obtained since **April** of the hire date year
4. Hepatitis B
  - a. There is a risk for bloodborne pathogen exposure in the Springfield Hospital Center unit setting. Those at risk for bloodborne pathogen exposure must be offered the Hepatitis B vaccine. **The educational facility is responsible** for ensuring the required documentation is obtained for those individuals assigned to an externship at Springfield Hospital Center. Proof of vaccination offering may be demonstrated through **ONE** of the following:
    - i. Documentation of a completed (3 injections in a series: initial, one-month interval and six-month interval) **OR** partially completed (initial and one-month interval should be completed prior to starting whenever possible with an updated copy of documentation when the six-month interval is obtained if the individual is still assigned to SHC) Hepatitis B vaccination series. **OR**
    - ii. Completed Hepatitis B Vaccine Declination form. NOTE: A SHC Hepatitis B Declination form (available at PHIC office or online on espringfield) may be signed in lieu of obtaining one from the healthcare provider.
5. Proof of current flu shot (offered by SHC during Flu season) or document of refusal
6. Specific SHC forms that will be provided to this student once selected

**Time Commitment:** Externs are expected to attend SHC for at least sixteen clinical hours per week from the beginning of September to the end of June for a two-semester externship in the Fall/Spring. Summer externs are expected attend SHC for at least 16 clinical hours from July-August. Additional hours may be available if the extern expresses an interest and it is approved by their school. Externs are required to keep a record of his/her hours. Typically, the externship will use the home university's hour log.

Specific days of the week and times to attend SHC are arranged between the extern, Externship Coordinator, and their Primary Supervisor. We do require externs to be available at SHC on Wednesday mornings as that is when monthly meetings with the coordinator and didactics will be held. All externs will be required to attend a

mandatory hospital orientation which will be scheduled at the beginning of the externship year. Additionally, students will be required to complete a Prevention and Management of Aggressive Behavior (PMAB) course that SHC offers as well as monthly refresher classes, which will be completed during the monthly meetings with the externship coordinator.

**Extern Evaluation Process:** Each extern will receive an evaluation at the end of each semester (December and June); typically the Supervisor will use the extern's home university's evaluation form. If there are specific areas of concern, a remedial plan may be developed immediately after the concerns are recognized (if necessary). Our goal and motivation is to provide support to aid students in areas of needed growth. However, we have the option to terminate the student's externship if remediation is not effective.

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### **Application Procedure**

**Required Materials:** The application should include:

1. A cover letter indicating their interest
2. The Externship Application Form (***request via email for the application***)
3. Curriculum Vitae
4. Affirmation of Eligibility from the Director of Clinical Training at the student's home university to participate in ACTRS Externship Training at SHC and that the student is in good standing
5. A photocopy of the home university catalogue pages which describe the course the student will sign up for when he/she goes on externship (or copy of current university catalogue)
6. Proof of malpractice coverage with the specific student's name indicated
  - i. **(ACTUAL CERTIFICATE) Must be provided on or before the start of the externship**

*\*Once applications are obtained, the coordinator will select students for an interview (see timeline below)*

**All required materials should be emailed to:** Shawna Mowrer, Psy.D.: [Shawna.Mowrer@maryland.gov](mailto:Shawna.Mowrer@maryland.gov)

- Please use the heading: **"SHC Externship Application"**

**Time Line for Externship Applications:** Current brochures available **1<sup>st</sup> Friday in November**

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|---|--|
| • Materials submitted by <b><u>3<sup>rd</sup> Friday in January</u></b> | • Interviews <b><u>1<sup>st</sup> and 2<sup>nd</sup> weeks of February</u></b> |
| • Interviews offered <b><u>4<sup>th</sup> Friday in January</u></b>     | • Offers no later than <b><u>4<sup>th</sup> Friday in February</u></b>         |

*\*To request an Externship Application, or if you have any questions about the ACTRS Externship Program at SHC, please do not hesitate to email Shawna Mowrer, Psy.D.*

**NOTE: SHC, ACTRS Department Externship, does not participate in any regional standard notification schedules.** Preference is given to those students who are willing to commit to a placement at SHC when an offer is extended by the Coordinator of ACTRS Externship Training.